

CATEGORY: HEALTH, SAFETY AND SEXUAL MISCONDUCT
SECTION: Drug Awareness
SUBJECT: Drug-Free Workplace/Drug-Free Schools
EFFECTIVE DATE: July 21, 1999 (Revised)
PAGE(S): 2

I. PURPOSE

To provide the steps for distributing the University's Drug-Free Workplace/Drug-Free Schools Policy to faculty, staff, and students in accordance with the Drug-Free Schools and Communities Act of 1989 and for notifying the University of a drug statute conviction for violations occurring in the workplace, as required by the Drug-Free Workplace Act of 1988.

II. SCOPE

This procedure applies to all faculty, staff, and students of the University.

III. ADMINISTRATIVE RESPONSIBILITIES

The Office of Human Resources, the Office of Student Affairs, and those offices designated by the Regional Campus Presidents are responsible for annually informing all faculty, staff, and students of the University's Drug-Free Workplace/Drug-Free Schools Policy.

IV. DEFINITIONS

Controlled Substance - A controlled substance in schedules I through V of section 202 of the Controlled Substances Act (U.S. Code 812).

Conviction - A finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the Federal or State criminal drug statutes.

Criminal Drug Statute - A criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

V. PROCEDURE

A. Distribution of the Drug-Free Workplace/Drug-Free Schools Policy

Office of
Human Resources

1. Annually distribute the Drug-Free Workplace/Drug-Free Schools Policy (Exhibit A), to all faculty, staff, and student employees, via the employee's campus address.

Office of Student
Affairs/Designated
Regional Campus
Offices

2. Annually distribute the Drug-Free Workplace/Drug-Free Schools Policy to all

registered students via the student's permanent mailing address.

B. Notifying the University of a Drug Statute Conviction

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| Employee | 1. Notify the University no later than five (5) days after a criminal drug conviction for a violation occurring at the University or while engaged in University activities. |
| University | 2. If the conviction involves an employee paid from federal contracts or grants in excess of \$25,000, notify the contracting agency within ten (10) days after receiving such notification. |

VI. EXHIBIT

[Exhibit A – University of Pittsburgh Drug-Free Workplace/Drug-Free Schools Policy](#)

VII. REFERENCE

[Policy CS 04, Drug-Free Workplace/Drug-Free Schools](#) (formerly 06-02-01)